

October 10, 2003

WEST VIRGINIA BULLETIN NO. WV330-4-1

SUBJECT: MGT-Committees

Purpose: To distribute the FY-04 committee assignments

Expiration Date: This bulletin expires September 30, 2004

Attached for your information is a copy of the FY-04 committee assignments.

If there are questions on these assignments, please contact Charlotte Wertz at (304) 284-7551.

/s/

**LILLIAN V. WOODS
State Conservationist**

Attachment

**cc: Truman Wolfe, Ex. Director, WVCA, Charleston, WV
Joe Gumm, Pres., WVACD, Elkins, WV
Jim McClelland, Pres., WVRCD Assoc., Huntington, WV**

Dist: E

Standing Committee Assignments

October 1, 2003 through September 30, 2004

AWARDS COMMITTEE

Major Responsibilities:

1. To provide recommendations on policies, procedures and opportunities for implementing the Employee recognition and performance awards program.
2. To review nomination for employee performance awards and provide recommendations to the State Conservationist on the same.

FY 2004 Membership:

Tim Dilliplane, West, Chairperson (3)
Andy Feher, SO (1)
Mike Mullennex, East (1)
Dewey Broyles, South (2)
Tina Daugherty, West (3)
Larry Sargent, Human Resources Staff Liaison Advisor
Pat Bowen, East (Advisor) (1)
Theresa Hafer, SO (3)

Meetings: First Wednesday of February, May, August and November.

CIVIL RIGHTS ADVISORY COMMITTEE

Committee members represent all employees, in various occupations, sex race, and geographical locations in WV, and grade levels. The committee is to meet as often as needed, but at least quarterly. The role of the committee includes:

1. Providing Deputy Equal Employment Opportunity Officer (DEEOO) with feedback on the Performance of the Equal Opportunity Program.
2. Provide assistance and feedback to the DEEOO on areas needing attention and progress made in Civil Rights Compliance in WV.
3. Advising on development of Action Plans for Civil Rights, Affirmative Employment Plan, Federal Equal Opportunity Recruitment Program, and EEO and in preparing progress reports.
4. Advise and assist Special Emphasis Program Managers to develop cultural and work force diversity programs and activities that focus on cultural awareness and appreciation of all employees.

Standing Committee Assignments

October 1, 2003 through September 30, 2004

5. Serves as the vehicle through which employees can bring EEO and Civil Rights trends, problems, issues or concerns to the attention of the State Conservationist.

The Civil Rights Advisory Committee recommendations are to be reported in writing to the DEEOO for appropriate consideration and follow-up action.

FY 2004 Membership:

Carlos Cole, Chairperson (5)
Casey Shrader, SO (2)
Wanda Smith, South (3)
Isaac Welford, SO (3)
Susan Edgar, SO, (5)
Vickie Scott, East (1)
James Dotson, South (1)
Charlotte Wertz, Advisor, SO
Larry Sargent, Advisor, SO

FOTG COMMITTEE

Major Responsibilities:

1. Develops policy for FOTG contents.
2. Reviews and updates material for inclusion into FOTG.
3. Integrates environmental, social, and economic sciences into FOTG.
4. Makes recommendations for integrating ecosystem based assistance into policy, planning, and decision making.

FY 2004 Membership:

Rick Heaslip, Chairman (8+)	Lee Godbey, DC, South (3)
Steve Carpenter, SS, SO (Advisor)(2)	Rick Patterson, DC, West (8)
Dick Judy, SCE, SO (Advisor) (7)	Loren Rice, RCE, South (7)
Sheldon Findley, RC&D, East (7)	Rebecca MacLeod (East) (3)
John Vandevender, PMC (1)	

Standing Committee Assignments

October 1, 2003 through September 30, 2004

Meetings: At least annually, more if needed.

EQUIPMENT NEEDS COMMITTEE

Major Responsibilities

1. To recommend policies and procedures to the State Conservationist to improve the equipment management program.
2. To study and review equipment needs and management programs.
3. Make recommendations on proposed procurements referred by the committee to the State Conservationist.

FY 2004 Membership:

Charlotte Wertz, Chairman (2)	Bill Doerr, SO (7)
Kelley Sponaugle, ASTC-FO, South (10+)	Noah Mullins, ASTC-FO, West (10+)
Pat Bowen, ASTC-FO, East (7)	Linda Cupp, IT, SO (1)
Judy Topalanchik, SO (7)	Dick Judy, SO (5)
Steve Carpenter, SO (3)	Rick Heaslip, SO (3)

Meetings: As needed

MEETING FACILITATOR CADRE

Major Responsibilities:

The Facilitator Cadre was formed to assist in implementation of the Total Quality Management Initiative. The Cadre is responsible for providing training support and facilitating meetings. The Cadre also broadens employees' understanding of TQM, or otherwise acting as a catalyst to implement TQM. The Cadre leads by example and encourages others to do as well.

FY 2004 Meeting Facilitators:

Kelley Sponaugle, ASTC-FO, South	Roger Boyer, RC&D Coordinator, East
Cherry Dawson, SCT, South	Lorenzo Henderson, ASTC-T, SO
Jim Ali, RC&D Coordinator, West	Peg Reese, PA & Mktg Spec., SO
Noah Mullins, ASTC-FO, West	Beverly Stemple, ITS, Mgt. FO
Pat Bowen, ASTC-FO, East	Wes Morrow, Design Unit, SO
Larry Casseday, DC, East	Lowell Wilks, RC&D Coordinator, West
Charles Delp, SSIC, South	John Carr, RC&D Coordinator, West
Sheldon Findley, RC&D, East	

Standing Committee Assignments

October 1, 2003 through September 30, 2004

MARKETING TEAM

Major Responsibilities:

The purpose of marketing is to create support for NRCS initiatives so that we can better meet the needs of our customers. As part of this process, the Marketing Team will assist the State Conservationist to devise and implement a strategy to market soil and water conservation and NRCS within West Virginia. The marketing strategy will help NRCS to:

1. Identify key customers and their needs.
2. Present clear and consistent messages targeted to specific audiences.
3. Acquaint WV leaders and the general public with work of conservation partnership.

FY 2004 Membership:

Co-chairs:	Peg Reese, NRCS Kevin Pauley, WVCA
NRCS:	Cherry Dawson, South (4) Greg Stone, West (5) Doris Brackenrich, East (4)
SCD:	Joe Gumm, WVACD, Tygarts Valley CD Maurice Allman, Tygarts Valley CD Gerald Miller, Southern CD Carla Smith, WVCA Carroll Cumberledge, RC&D

PLANT MATERIALS COMMITTEE

Major Responsibilities:

1. To determine and recommend soil and water conservation research needs for plants.
2. To plan and coordinate plant materials work in the State.
3. To provide recommendations and assistance for the Plant Materials Center in Alderson.

FY 2004 Membership:

Rick Heaslip, Chairman	Tom Vance, South (3)
Carlos Cole, West (6)	Barb McWhorter, SO (2)
Tom White, East (7)	Karen Sykes, USFS
Isaac Wolford, SO (2)	Casey Shrader, SO (5)
John Schmidt, US F&WS	
John Vandevender, PMC Mgr. (Advisor)	

Standing Committee Assignments

October 1, 2003 through September 30, 2004

Meetings - One Per Year

SAFETY PROGRAM & POLICY COMMITTEE

Major Responsibilities:

1. To study and review the safety and health program.
2. To recommend policies and procedures to the State Conservationist to improve the safety and health program. Issues may include, but are not limited to: Office Protection Plan, Biosecurity, CPR/First Aid Training, Defensive Driving Training.

FY 2004 Membership:

Wes Morrow, Chairman (4)	Don Dodd, Jr., South Safety Officer (7)
Marlene McDaniel (8+)	Sam Sheets, West Safety Officer (8+)
Leonard Jackson (8+)	Terry Wilfong, East Safety Officer (6)
Alan Staddon, SO Safety Officer (5)	Larry Sargent, HR Officer (2)

Meetings – at least quarterly, more if needed.

TRAINING COMMITTEE

Major Responsibilities:

1. To recommend policies, procedures, and priorities to the State Conservationist to meet training needs.
2. To assist in development of a state training plan and advise the State Conservationist on training needs.

FY 2004 Membership:

Charlotte Wertz, SAO, Chairman (3)	Mike Marks, DC, South (3)
Jeff Griffith, SC, West (3)	Steve Carpenter, SO (3)
John Weller, Area Engineer, East (8+)	Susan Edgar, Budget Analyst, SO (3)
Linda Cupp, ITS, (Advisor)	Truman Wolfe, WVSCA
Larry Sargent, HRM, SO (Advisor) (2)	Noah Mullins, ASTC (FO) (3)
Don Flegel, Soil Survey Project Leader (3)	Pat Bowen, ASTC (FO) (3)
Kelley Sponaugle, Advisor, (3)	

Standing Committee Assignments

October 1, 2003 through September 30, 2004

Meetings: at least quarterly

VOLUNTEER COMMITTEE

Major Responsibilities:

1. Develops volunteer program plan.
2. Recommends policies and procedures to the State Conservationist to improve the volunteer program in West Virginia.
3. Provides training and guidance about the volunteer program to NRCS personnel.

FY 2004 Membership:

Peg Reese, State Vol. Coordinator, Chairperson
Bill Harris, South, Vol. Coordinator (8+)
Rex Rexrode, West, Vol. Coordinator (3)
Chad Bucklew, East, Vol. Coordinator (6)
Shirley Hyre, WVSCA

Meetings – At least quarterly

NOTE: The number following the committee member's name represents the number of years a member has served on that committee.